Government of Saskatchewan

Annual Report 2001-2002

Saskatchewan Municipal Affairs and Housing

for the fiscal year ending
March 31, 2002

Table of Contents

102-07075/

Letters of Transmittal 1

Overview 2

Organization 4

Trends and Issues 5

Legislation 7

Municipal and Community Services
Community and Heritage Services
Programs Approvals and Regulation 8
Operations and Advice 11
The Saskatchewan Heritage Foundation 14

Grants Administration and Provincial-Municipal Relations
Grants Administration and Financial Information 15
Provincial-Municipal Relations 15

Provincial Library 16

Royal Saskatchewan Museum 18

Protection and Emergency Services
Sask911 20
Office of the Fire Commissioner 21
Building Standards 22
Saskatchewan Emergency Planning 23

Policy and Program Development 24

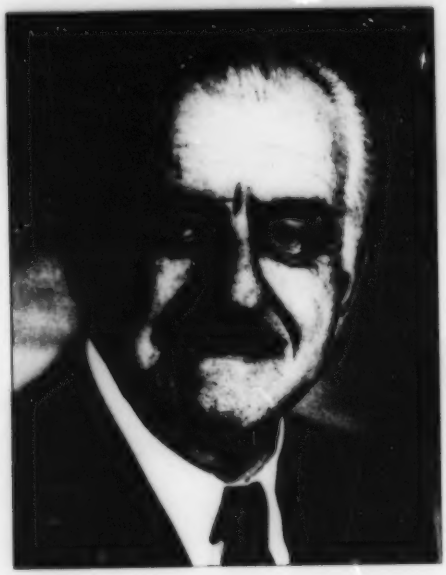
Housing and Inspection Services
Housing
Program Operations and Services 28
Financial Operations 29
Licensing and Inspections 32

Business Operations and Information Technology 34

Corporate Services
Communications 35
Human Resources 36

Financial Statement 38

Letters of Transmittal



Her Honour
The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the privilege of submitting the annual report of the Department of Municipal Affairs and Housing for the period April 1, 2001 to March 31, 2002.

Respectfully submitted,

Ron Osika
Minister
Government Relations

Your Honour:

I have the privilege of submitting the annual report of the Department of Municipal Affairs and Housing for the period April 1, 2001 to March 31, 2002.

Respectfully submitted

Brent Cotter
Deputy Minister
Government Relations and Aboriginal Affairs

Overview

Vision
Saskatchewan, a diverse society enriched by healthy, sustainable communities.

Mission
Strengthening communities by building capacity.

Strategic Goals
- democratic, responsible municipal governments;
- Saskatchewan, rich with the spirit of community and cultural experiences;
- affordable, adequate housing for everyone;
- a safe public, protected by appropriate actions of governments, industry and citizens working in co-operation; and
- a workforce dedicated to strengthening communities.

Organization
In the fiscal year ending March 31, 2002, Municipal Affairs and Housing (MAH) had two main lines of business—municipal affairs and housing. MAH was also responsible for related business areas, including municipally based public safety, public protection, boiler and pressure vessel inspection and licensing, library services, and heritage protection and its related institutions.

Municipal Affairs
The department worked in partnership with 515 urban municipalities, 297 rural municipalities, and 24 northern municipalities by providing financial and technical support and by developing legislation, regulations and other policies to meet the changing needs of Saskatchewan people.

Housing
Saskatchewan Housing Corporation (SHC) is a Treasury Board Crown corporation operated by Municipal Affairs and Housing. SHC provides access to affordable, quality housing for people who had an identified need and who could not afford it without assistance.

Safety
Safety programs cover a range of provincial and municipal initiatives and services. They include inspections and licensing for residential and commercial facilities, equipment and systems, training and education programs for governments and for emergency services personnel and promotion of safety programs and emergency preparedness on a province-wide basis as well as fire services and safety.

Libraries
The Provincial Library is entrusted to co-ordinate and support the province-wide public library system. The Provincial Library facilitates the goal of equitable access to library information and resources for Saskatchewan residents.

Heritage
The provincial government has an important role to play in ensuring Saskatchewan's heritage is protected and preserved. Through careful and sensitive resource management, heritage resources will continue to provide educational, social, and economic benefits to present and future generations.

Organizational Changes
In November 2001, MAH changed its organizational structure to provide more consistent quality core services to clients and stakeholders. The changes allowed the department to focus on building greater expertise and specialization in services to stakeholders.

Similar functions in the department would now be handled in a uniform manner across all sectors. For example, protection and emergency services that relate primarily to the

municipal sector—such as Emergency Planning, Sask911, Building Standards and Office of the Fire Commissioner—were integrated and consolidated with other services to the municipal sector.

Licensing and inspection services in the areas of social housing and public safety would now work together, ensuring a consistent approach and a commitment to innovation in delivering inspection services.

The Community Support Services branch was called the Community and Heritage Services branch. This branch's structure was organized along functional lines to ensure consistency in the delivery of services throughout the province, as well as to facilitate enhanced methods of service delivery such as on-line provision of information and training. Advice to municipalities continued to be available through contacts that specialized in specific service areas.

The Program and Policy Development and Review Branch in the Municipal and Community Services Division and parts of the Policy and Program Services Branch in the Housing Division were consolidated into a new Policy and Program Development Branch.

Government Reorganization

On March 26, 2002, Premier Lorne Calvert announced a major reorganization of the government to help better meet Saskatchewan's economic and social priorities.

Ten departments and agencies were merged and others restructured, for a total reduction of four departments. Common programs and services that used to be in several departments were combined into new organizations. These changes produced a leaner more efficient government that is more responsive and accountable to citizens.

The reorganization resulted in a new department being created as of April 1, 2002--Government Relations and Aboriginal Affairs (GRAA). This department combines municipal relations, intergovernmental affairs and Aboriginal affairs.

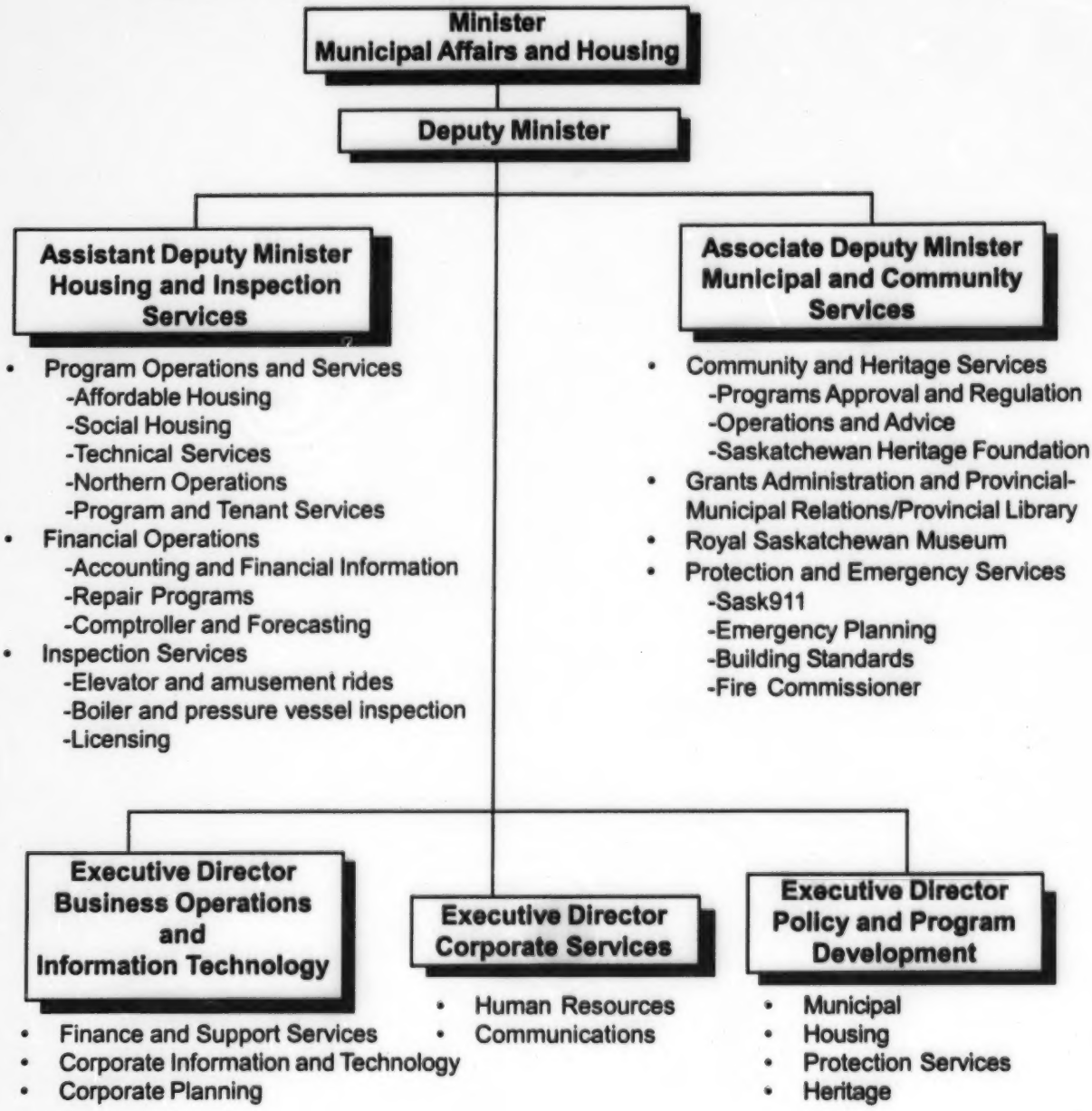
Other changes for MAH included:

- The Corrections and Public Safety Department gained responsibility of emergency services and related activities such as safety standards for boilers, pressure vessels, elevators, amusement rides and building construction. The department also provides payments for disaster assistance, Sask911 address identification and emergency telecommunications equipment.
- Social Services took over housing programs and responsibility for the Saskatchewan Housing Corporation.
- Culture, Youth and Recreation assumed responsibility for heritage programs including the activities of the Royal Saskatchewan Museum and other institutions.
- Department of Learning acquired the work of the provincial public library system.

Future Direction

As the new department begins its work of serving the public and its stakeholders it will develop a new vision, mission and goals. As well, GRAA will look to the future and strategically plan the direction of the department. This information will be outlined in the 2002-03 GRAA annual report.

Organization



Municipal Affairs and Housing at November 1, 2001

Trends and Issues

During the fiscal year ending March 31, 2002, MAH had the responsibility of administering programs and services within a changing environment. The following section outlines some of the key issues that affected the department and the way staff worked to overcome the challenges.

Financial Demands on the Municipal Sector
As a society in search of a higher quality of life, there are rising expectations from all segments of the population, creating an ever-increasing demand for public goods and services. Residents expect their municipalities to maintain their communities' infrastructure, deliver the same or better services and respond to new issues brought about by social and economic change. These demands often have financial implications.

Municipal Capacity and Legislated Authority
Changing demographics and economic conditions challenge the capacity of communities to meet current public expectations. Saskatchewan residents continue to move from smaller to large communities. Saskatchewan is also experiencing changes in the population composition with growing numbers of seniors and people of Aboriginal ancestry. At the same time there is an out migration of young adults. There are proportionately more seniors living in towns, villages and rural municipalities than there are in cities. These trends had a significant impact on the department.

In contrast to the rural and small urban municipalities, the governments of Saskatchewan's cities continue to grow and experience new pressures. They are also looking for increased autonomy and authority to deal with emerging issues. Within the legislative framework, changes are also being requested to reflect this desire for wider powers.

Sustaining Housing
The province provides subsidized housing for 32,000 low to modest income households whose needs cannot be met through the private housing market. The housing portfolio and related services, which provide shelter and a safe independent living environment for 67,000 Saskatchewan people and represents a public investment of $1.5 billion, is at risk due to an aging housing stock, increased maintenance and operating costs, and declining public funding.

The number of families, seniors, and persons with special needs that require housing assistance continues to grow. There are 56,000 households in Saskatchewan that do not have access to quality affordable housing, as defined by national standards. Many of these households are in inner cities and the North, where poverty, overcrowding and substandard housing is concentrated.

The major challenges for MAH, through its agency the Saskatchewan Housing Corporation, were to sustain the existing housing portfolio and increase the supply of affordable, quality housing to assist the growing number of households in need.

Ensuring Public Safety
The department delivered a number of programs and services that helped provide a safe living, working and recreational environment for Saskatchewan residents.

Recently a heightened awareness has developed regarding the need for up-to-date emergency response plans and the importance of participating in national strategies that address safety and security issues.

Continuing Library Services
The emerging issues in the library sector relate to providing e-based services and access to services for Aboriginal peoples.

The library sector is co-ordinating province-wide e-library services, implementing CommunityNet and continuing to develop one stop access and retrieval of information to meet the expectations of the public.

CommunityNet is a broadband, high-speed, province-wide telecommunications network that will connect more than 800 educational facilities, 310 health facilities, and 256 government offices in 366 Saskatchewan communities. This network will have many benefits for the province, resulting in better educational, health and government services, along with potential economic opportunities.

Protecting Heritage
The province has designated a total of 36 heritage sites as Provincial Heritage Property and Saskatchewan municipalities have designated 660 Municipal Heritage Properties. More than 18,500 archaeological sites have been identified and documented and more than 200 "new" sites are added to the provincial inventory each year. There is an ongoing need to clarify the legislation, improve administrative efficiency and enhance protection.

Royal Saskatchewan Museum
The department also preserved, interpreted and exhibited provincial heritage collections of Saskatchewan's natural history and aboriginal cultures through the operation of the Royal Saskatchewan Museum (RSM).

MAH's commitment to the RSM over the past several years helped maintain a world-class facility and open a new gallery.

Sustainability of Other Heritage Institutions
The department provided support for the Western Development Museum, Wanuskewin Heritage Park, Saskatchewan Archives Board and the Saskatchewan Science Centre. These facilities are experiencing capital, infrastructure, repair and renewal issues.

Legislation

Municipal Affairs and Housing was responsible for the following pieces of legislation:

Municipal

- *The Assessment Appraisers Act*
- *The Assessment Management Agency Act*
- *The Border Areas Act*
- *The Community Planning Profession Act*
- *The Controverted Municipal Elections Act*
- *The Cut Knife Reference Act*
- *The Department of Rural Development Act (subject to OC 177/93)*
- *The Flin Flon Extension of Boundaries Act, 1952*
- *The Lloydminster Municipal Amalgamation Act, 1930*
- *The Local Government Election Act*
- *The Local Improvements Act, 1993*
- *The Municipal Board Act*
- *The Municipal Debentures Repayment Act*
- *The Municipal Development and Loan (Saskatchewan) Act*
- *The Municipal Industrial Development Corporations Act*
- *The Municipal Reference Act*
- *The Municipal Revenue Sharing Act*
- *The Municipal Tax Sharing (Potash) Act*
- *The Municipality Improvements Assistance (Saskatchewan) Act*
- *The Northern Municipalities Act*
- *The Planning and Development Act, 1983*
- *The Rural Municipal Administrators Act*
- *The Rural Municipality Act, 1989*
- *The Subdivisions Act*
- *The Tax Enforcement Act*
- *The Time Act*
- *The Urban Municipal Administrators Act*
- *The Urban Municipality Act, 1984*

Housing

- *The Saskatchewan Housing Corporation Act*

Public Safety

- *The Amusement Ride Safety Act*
- *The Boiler and Pressure Vessel Act*
- *The Boiler and Pressure Vessel Act, 1999*
- *The Electrical Licensing Act*
- *The Emergency 911 System Act*
- *The Emergency Planning Act*
- *The Fire Prevention Act, 1992*
- *The Gas Licensing Act*
- *The Passenger and Freight Elevator Act*
- *The Uniform Building and Accessibility Standards Act*

General

- *The Department of Urban Affairs Act*
- *The Rural Development Act*

Heritage/Libraries

- *The Libraries Co-operation Act*
- *The Public Libraries Act, 1996*
- *The Archives Act*
- *The Heritage Property Act*
- *Public Officials Security Act*
- *The Saskatchewan Centre of the Arts Act 2000*
- *The Saskatchewan Heritage Foundation Act*
- *The Western Development Museum Act*

Municipal and Community Services

Community and Heritage Services

The Community and Heritage Services Branch contributed to the quality of life in Saskatchewan communities by providing services that supported:

- renewed, relevant and viable communities;
- protecting provincial and public interests;
- regulation and stewardship of land and heritage resources; and
- building community capacity.

The branch was organized into three units effective November 1, 2001:

- Programs, Approvals and Regulation which includes Municipal Approvals, Heritage Assessment and Community Facilitation;
- Operations and Advice which includes Northern Municipal Administration, Legislative Review & Provincial Interest and Automation & Project Services; and
- the Saskatchewan Heritage Foundation.

Programs, Approvals and Regulation Unit

Municipal Approvals

The municipal approvals unit was responsible for promoting and overseeing community planning and land use development policies in Saskatchewan. It provided advice to Saskatchewan municipalities on options for future development and on how to utilize strategic or land use planning, zoning bylaws and land subdivision. Through inter-departmental and inter-municipal approaches, the unit provided a co-ordination role to protect both municipal and provincial interests in community development and land use issues. As well, the unit was responsible for managing and monitoring the regulatory responsibilities within *The Planning and Development Act, 1983* including municipal compliance with various provincial regulations, standards and interests.

2001-2002 Plans

- ensure that community planning legislation meets the changing needs of municipalities;
- ensure that processes are in place for the effective administration of *The Planning and Development Act, 1983*;
- protect provincial interests in the use and development of land;
- promote community planning in a professional and timely manner and develop options for communities to access planning services; and
- provide tools to assist communities with community planning and working with other communities to address joint issues.

2001-2002 Accomplishments

Community Planning Approvals

- reviewed and implemented decisions involving the subdivision of land, municipal bylaws (development plans, basic planning statements and zoning bylaws), municipal reserve dedication, servicing of development and other land use authorities; and
- facilitated inter-departmental co-ordination of provincial interests in the use and development of land. This included the protection of highway corridors, environmentally sensitive areas, watershed and flood protection, hazardous land development, promotion of economic development opportunities, and co-ordination of various department interests to ensure health and safety of the general public.

Municipal Approvals

- reviewed and implemented decisions involving municipal authorities under *The Rural Municipality Act, 1989* and *The Urban Municipality Act, 1984* for such

items as municipal waivers for abatement of taxes and the extension of time for completion of the assessment roll.

Statements of Provincial Interest

- implemented the use of provincial interests within programs and operations;
- participated in Crown Land Use Policy discussion related to other provincially administered uses of land such as intensive livestock operations, forestry operations, oil and gas operations; and
- facilitated conflict resolution of municipal policy with provincial agencies.

Administration of Planning and Development Information and Advice

- promoted municipal capacity to manage community development activities through the preparation of brochures, manuals and workshop initiatives;
- provided clients with the tools, skills and abilities to plan and manage interests and issues within their communities;
- provided planning advice regarding provincial community development interests; and
- undertook department planning as required under the Northern Municipalities Act.

Inter-municipal Land Use

- Facilitated co-operative approaches for inter-municipal planning and land use relations using formal planning districts and informal community committees.

Project	Type	Approvals
Development Plans	Bylaws	3
	Amendments	12
Basic Planning Statements	Bylaws	5
	Amendments	13
Zoning Bylaws	Bylaws	16
	Amendments	212
Subdivisions	Applications	1,119
	Approvals	1,075
	Refusals	3
	No. of Sites	1,415
	Re-Approvals	10
Dedicated Land	Sales/Exchanges	15
Environmental Impact Assessments (EIAs)	Reviewed	39
Intensive Livestock Operations (ILOs)	Reviewed	52
Treaty Land Entitlement (TLE) Selections	Reviewed	24

Future Directions

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Heritage Assessment

The Heritage Assessment unit regulated the conservation, management and development of Saskatchewan's historical, archaeological, paleontological and architectural heritage resources. It provided advisory services to municipal and community heritage programs and projects and worked with lottery funded heritage organizations to develop their programs and projects. The unit also supported the programs of the Saskatchewan Heritage Foundation to provide financial assistance to community heritage projects as well as participated in the development of provincial and national

strategies in response to environmental and social conditions.

2001-2002 Plans

- provide more effective mechanisms for the management of heritage resources;
- enhance collaboration among heritage interests;
- develop the inventory of provincially significant heritage properties;
- improve public access to heritage information; and
- ensure culturally sensitive management of aboriginal heritage resources.

2001-2002 Accomplishments

- reviewed 1,165 referrals totaling 15,570 development projects for heritage resource impact;
- conducted eight field inspections of Crown and private lands to ensure protection of heritage resources in potential conflict with proposed developments;
- re-interred the prehistoric remains of seven individuals in the Central Burial Ground-- six repatriated from the Museum of Civilization and one from a private collection in British Columbia;
- transferred Crown-owned heritage artifact collections to The Western Development Museum and The Ukrainian Museum of Canada;
- completed phase three of the "Sites of A Special Nature" project-- inventoried and prepared condition reports on 13 significant heritage sites;
- distributed a discussion paper on revitalization of *The Heritage Property Act*; and
- prepared Heritage Character Statements to guide the development and regulation of four Provincial Heritage Properties.

Future Directions

As of April 1, 2002 this unit became the responsibility of Culture, Youth and Recreation and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Community Facilitation

The Community Facilitation unit provided the primary contact between the branch and external stakeholders, clients and interest groups on operational issues; and provided administration of the unincorporated area of the Northern Saskatchewan Administration District (except for certain financial matters) and built the capacity of the organized municipalities to undertake responsible administration of local affairs.

2001-2002 Plans

- develop and maintain effective two way communication and liaise between the department, other departments and external stakeholders on issues relating to land use, heritage, and local community capacity;
- research and analyze issues and trends affecting stakeholder groups;
- carry out the department's mandate as the municipality for the unincorporated area of northern Saskatchewan;
- enhance the ability of local northern communities to effectively manage their own affairs; and
- facilitate discussions on issues and solutions.

2001-2002 Accomplishments

- developed operational relationships for consultation and facilitation related to operational effect on clients and interest groups attending board and regional meetings such as Saskatchewan Association of Rural Municipalities (SARM), Northern Roundtable, Northern Revenue Sharing Trust Account Management Board (NRSTA), Saskatchewan Urban Municipalities Association (SUMA), Urban Municipal Administrators Association of Saskatchewan (UMAAS), Provincial

Association of Resort Communities of Saskatchewan (PARCS), Rural Municipal Administrators' Association of Saskatchewan (RMAAS) and others;
- initiated discussions with SUMA, SARM, UMAAS and RMAAS on setting up a committee to develop training and education;
- conducted workshops for newly elected officials with SARM, SUMA, RMAAS and UMAAS;
- communicated trends and issues to senior management and other government departments, including preliminary 50 year population projections for municipalities showing changes and developed data on community capacity indicators;
- developed and maintained inter-departmental alliances on issues of provincial and government interest, including Northern Affairs on resolution of the Cumberland House Development Corporation land selection, Saskatchewan Housing Division on land and community development issues and Saskatchewan Environment and Resource Management on land use planning in the north;
- implemented plans and strategies that contribute to and support capacity building, sustainability and viability in communities such as implementation of year three projects of the Northern Water and Sewer program; and
- assisted in resolution of servicing agreement issues between Northern Village of Sandy Bay and Peter Ballantyne Cree Nation relating to the Treaty Land Entitlement reserve.

Future Directions

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Operations and Advice

Northern Municipal Services

Northern Municipal Services provide two core functions: Northern Municipal Administrative Services and Financial Services.

Northern Municipal Administrative Services

- administered 11 northern communities, designated as northern settlements; 14 recreational subdivisions; and the unorganized area designated as the Northern Saskatchewan Administration District (NSAD);
- provided the link between the Minister of Municipal Affairs and Housing, the locally-elected advisory committees of northern settlements, and the cottage owners' associations of recreational subdivisions;
- provided municipal advisory services to 24 northern municipalities (towns and villages);
- assisted northern municipalities in carrying out their legislative, administrative and financial responsibilities and activities;
- fostered growth and development of elected and appointed officials to enhance their abilities to carry out their responsibilities and provide local governance; and
- provided advice, guidance and training to northern officials and to the public on a wide range of northern municipal matters.

Financial Services

- administered and operated the Northern Revenue Sharing Trust Account (NRSTA) including assessment and taxation on over 8,000 properties in the NSAD;
- managed and controlled the department's northern operating, capital, and water and sewer grants programs; and
- provided municipal accounting assistance, advice, and information to

northern municipalities and recreational subdivisions.

2001-2002 Plans

- support the capacity of administrative personnel of northern municipalities, increasing their capabilities to independently manage and conduct local governance;
- implement the delivery of the Northern Water and Sewer Assistance Program;
- implement the Northern Residential Subdivision Development Program;
- contribute to the province's Northern Strategy developing a stronger and more diversified northern economy; and
- participate with other provincial departments and agencies in activities relating to the NRSTA Management Board, the Saskatchewan Association of Northern Communities (SANC) and the Northern Municipal Roundtable.

2001-2002 Accomplishments

- completed more than 210 community visits in support of northern municipal governments and responded to more than 7,700 inquiries;
- developed the program guidelines for a new Northern Residential Subdivision Development Program and delivered 40 lots at a cost of $500,000;
- delivered the second year of the $24.5 million Northern Water and Sewer Assistance Program--spending $7.3 million on 20 projects in 2001;
- provided $385,000 in emergency repair funding for water and sewer systems in northern communities;
- administered and delivered the northern operating, capital and water and sewer grants programs, disbursing $10 million under those programs during 2001;
- directed the operations of the Northern Revenue Sharing Trust Account for the fiscal year ended December 31, 2001, resulting in an operating surplus for the year of approximately $0.5 million; and
- delivered 600,000 litres of fuel to Uranium City to meet the needs of the residents for the coming year.

Future Directions

In 2002-2003 the new Branch of Northern Municipal Services within GRAA will:

- preserve and enhance the Northern Revenue Sharing Trust Account as a vehicle to support ongoing operating and capital funding assistance to northern municipalities;
- assist the NRSTA Management Board by providing information and advice on matters pertaining to *The Northern Municipalities Act*, the regulations under that Act, and the administration and delivery of other departmental programs and services;
- deliver the last year of the Northern Capital Grants Program and begin planning work towards renewal of the program in 2003;
- deliver and administer the third year of the $24.5 million Northern Water and Sewer Assistance Program;
- undertake provision of land use planning services and regulation in the Northern Saskatchewan Administration District;
- assist, facilitate, and encourage northern municipalities to participate in the Northern Residential Subdivision Development Program;
- present and assist in providing district workshops to help elected and appointed officials to fully understand and be able to carry out the duties and responsibilities of their office;
- assist and support the involvement of northern settlements in northern economic development through participation in Community Regional Economic Development Organization (CREDOs) or other joint venture agreements;
- assist and support Treaty Land Entitlement (TLE) efforts in northern Saskatchewan, and manage and direct the dissolution or

status reversion of any northern municipality that may occur as a result of TLE activities;
- participate with other areas of the department or with other departments in developing or modifying strategies, policies, programs and services so as to better respond to the needs of northern municipalities; and
- ensure that the efforts of the various departments and agencies in their northern activities are sensitive to and geared toward the common good of the people of northern Saskatchewan.

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

Legislative Review and Provincial Interests
This unit:
- provided administrative, consultative and technical support services to municipal governments;
- facilitated training/education workshops for municipal officials on administration, procedures and policy development;
- provided professional development opportunities for rural and urban officials in partnership with RMAAS, UMAAS and other municipal associations;
- provided legislative interpretation for stakeholder inquiries related to municipal legislation; and
- provided legislative review of municipal and community planning legislation.

2001-2002 Plans
- review and propose changes to various Acts and Regulations to improve legislation, remove provincial involvement in municipal matters and remove impediments to voluntary municipal restructuring;
- develop programs, services and strategies to build capacity of local government and increase their self-reliance;
- facilitate educational sessions for municipal clients and newly elected officials (in partnership with RMAAS and UMAAS) on elections, reassessment policy and tax policy; and
- provide educational materials for the public on municipal responsibilities, accountability and local government process.

2001-2002 Accomplishments
- facilitated education and training sessions at the annual conventions and regional meetings of SARM, SUMA, PARCS, RMAAS and UMAAS;
- developed proposals to amend municipal and community planning legislation, to remove provincial involvement in municipal matters and remove impediments to voluntary municipal restructuring;
- updated the Municipal Directory database and distributed the 2002 Municipal Directory;
- participated in workshops for newly-elected council members, in co-operation with SARM;
- completed a review of Urban and Rural Municipality Act Regulations as part of the commitment by government to review all regulations; and
- provided educational materials for the public on municipal local improvements.

Future Directions
As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

Automation and Project Services
This unit:
- facilitated discussions, managed consultations and reviewed applications with respect to the processes for

municipal governance including incorporation of new municipalities, dissolution or amalgamation of existing municipalities and altering the boundaries of municipalities;
- co-ordinated, organized and implemented the branch's office automation and training programs, including the training for branch staff in the regional offices;
- co-ordinated, organized and maintained the Municipal Services Division portion of MAH's Website and monitored the ComMuniLink Website;
- co-ordinated and contributed to the department's Government-On-Line (GOL) projects;
- developed programs, services and strategies to make municipal governments more self-reliant; and
- participated with other provincial departments and agencies in developing or modifying programs, policies and services.

2001-2002 Plans

- facilitate discussions and manage consultations with respect to the processes for municipal governance including incorporation of new municipalities, dissolution or amalgamation of existing municipalities and altering the boundaries of municipalities;
- serve as a resource for GOL initiatives;
- support the development of strong, self-reliant communities;
- expand the use of electronic media for distributing information to clients;
- develop tools for community capacity building and facilitate voluntary restructuring; and
- encourage and assist in a global approach for all branch projects and initiatives.

2001-2002 Accomplishments

- expanded the use of electronic media for delivering information to municipalities, including the development and maintenance of information on the department's Website (i.e. municipal sample bylaws);
- created a community partnership "Tool Kit" for the department Website;
- partnered with communities by participating in restructuring or service delivery pilot projects that are unique and could serve as models for other communities;
- developed a process where all training, education, public awareness and information programs for the branch are centrally channelled;
- secured the branch's Interactive Geographic Information System program for evaluation as a pilot project; and
- completed changes in municipal status and boundaries.

Boundary alterations	10
Villages dissolved	9

Future Directions

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

The Saskatchewan Heritage Foundation

- assisted in developing community heritage projects, including historic building restoration, aboriginal initiatives, archaeological investigations, publication assistance and heritage tourism development;
- co-ordinated the activities of the Saskatchewan Heritage Foundation Board, including business meetings and grant adjudications;
- managed the ongoing redevelopment and public interpretation of the Claybank Brick Plant National Historic Site near Avonlea;

- provided technical information and assistance to heritage property owners, municipalities, historical societies and others;
- managed the Central Aboriginal Burial Site account on behalf of a consortium of other provincial and federal agencies;
- provided advice to the Minister, in its capacity as the Saskatchewan Heritage Advisory Board, primarily in relation to the nomination of sites and structures as Provincial Heritage Property; and
- acquired real and moveable property in the name of the Crown, through purchase, bequest and donation.

2001-2002 Plans

- develop an expanded inventory of provincially designated sites and structures through to the provincial centennial in 2005;
- develop the province's heritage through the provision of financial assistance through five cost-shared programs;
- enhance public access to information on the Foundation, its mandate, grant programs and activities; and
- raise the level of heritage awareness across the province.

2001-2002 Accomplishments

- reviewed 102 grant applications and awarded $282,486 to 67 successful projects across the province;
- completed the fourth of a five-year cost-sharing arrangement with Parks Canada for the ongoing restoration of the Claybank Brick Plant and raised over $200,000 from a variety of other sources for this project;
- amended *The Saskatchewan Heritage Foundation Act* to clarify and expand the agency's funding authority;
- negotiated funding of $50,000 US from the J. M. Kaplan Fund, an American family philanthropy, for the restoration of built heritage in Saskatchewan;
- initiated a comprehensive review and update of all grant funding priorities and practices; and
- reached a tentative agreement with Saskatchewan Environment and Resource Management (SERM) regarding a partnership to revitalize and expand the provincial historic marker program.

Future Directions

As of April 1, 2002 this unit became the responsibility of Culture, Youth and Recreation and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Grants Administration and Provincial-Municipal Relations

The Grants Administration and Provincial-Municipal Relations Branch is comprised of three sections and delivers service in four key areas: financial transfer and grant programs, municipal financial management and reporting, liaison and relationships with municipalities and their associations and public and multitype library services.

Grants Administration and Financial Information

The Grants Administration Section provided grant and transfer programs to the municipal, cultural and cultural-tourism sectors, provided technical expertise to municipal administrators, clerks and auditors relating to financial reporting standards and policies and compiled statistics on municipal financial performance and health.

Provincial-Municipal Relations

The Provincial-Municipal Relations Section undertook liaison and consultation initiatives with the municipal sector and co-ordinated the department's involvement at meetings and the annual conventions. The section also provided program advisory services to the cultural industries sector and the Urban Parks Program.

2001-2002 Plans

- develop and maintain processes for effective relationships with municipalities and their associations; and
- deliver government's financial assistance programs to the municipal sectors.

2001-2002 Accomplishments

- delivered in excess of $105 million in provincial grants through various municipal, cultural and heritage grant programs;
- implemented the first year of the five-year Canada-Saskatchewan Infrastructure Program. In 2001-02, 535 applications were received, there were 91 projects announced totaling $29.8 million in provincial and federal funds;
- reviewed 297 rural financial statements and 515 urban financial statements and entered the data into a database;
- received approval for GOL funding beginning in 2002-03 for development of an online municipal financial information return;
- conducted a survey of municipal mill rates for 814 rural and urban municipalities and prepared statistical reports with the data;
- initiated the development of a department grant program performance profile;
- worked with the Policy and Program Development and Review Branch to review all municipal financial transfer programs;
- reviewed the effectiveness of existing mechanisms for liaison and consultation with the municipal associations;
- initiated development of strategies for consideration to build provincial-municipal relations;
- developed materials to support municipalities' requests for the development of municipal government committees; and
- co-ordinated Municipal-Provincial and Northern Roundtable meetings and managed the department's involvement in conferences, meetings and workshops.

Future Directions

In 2002-2003 the Grants Administration and Provincial Municipal Relations unit within GRAA will:

- enhance opportunities for dialogue and consultation between the municipal sector and all levels of the department;
- work toward developing a shared culture of collaboration and recognition in partnership with the municipal sector;
- facilitate the establishment of inter-municipal co-operative initiatives such as Municipal Government Committees;
- implement a new Transit for the Disabled Program based on performance;
- review Urban, Rural and Northern Revenue Sharing Grant Program formulas;
- develop a new Municipal Financial Information Return for municipalities to provide financial information to the department; and
- develop a new online return and database to record the information from the Municipal Financial Information Return.

Provincial Library

The Provincial Library co-ordinated the province's public library system; facilitated the development of a multitype library system of public, special, post-secondary and school libraries through participation on the Multitype Library Board; and encouraged co-operation and resource sharing among all libraries in the province.

2001-2002 Plans

- develop and maintain processes for effective relationships with the public library systems;

- deliver government's financial assistance programs for the library sector;
- develop financial reporting policies for the public library systems that promote public accountability and transparency;
- co-ordinate the sharing of library resources among all libraries in the province, and increase the library community's and the public's awareness of multitype library initiatives and the benefits of increased co-operation across library sectors; and
- maintain a province-wide electronic network for libraries in Saskatchewan and facilitate automation of appropriate library services to the public (e-library).

2001-2002 Accomplishments

- negotiated and administered a Canada/Saskatchewan Agreement on Community Access that provided approximately $1.3 million dollars in federal funding to sustain public Internet sites in public libraries;
- facilitated the work of the Minister's Advisory Committee on Library Services for Aboriginal Peoples by providing operating funds, secretariat services and research support;
- conducted an independent review to evaluate the year 2000 implementation of public sector accounting principles on the audited financial statements of the ten public library systems and assessed progress toward comparability. The report recommends development of a financial policy manual with a standardized reporting package;
- completed consultations on the future role of the Provincial Library, gave presentations on the planning document at library annual meetings and established strategic directions for the Provincial Library;
- dispersed the Provincial Library's collection of older non-fiction materials, government publications and journal holdings to public, academic and special libraries in Saskatchewan and the Canadian Book Exchange Centre as supported by the public library community;
- worked with the Multitype Library Board to negotiate a province-wide licence to continue providing access to more than 3,000 magazines, newspapers and other information databases;
- co-ordinated the province-wide Saskatchewan Libraries on line question and answer reference service "Ask Us!";
- purchased and installed the necessary software for a project entitled One Stop Access and Retrieval to Saskatchewan Library Resources;
- worked with the Multitype Library Board, to develop *Saskatchewan Libraries Working Together*, a discussion paper on issues that affect libraries that are the responsibility of a number of government departments; and
- contributed $10,000 to the Saskatchewan Library Association to establish a bursary program to assist Saskatchewan students in obtaining a Library Science degree and encouraging them to return to Saskatchewan to work.

Future Directions

- consult with public library systems and other stakeholders to develop an action plan to respond to the recommendations contained in the Minister's Advisory Committee on Library Services for Aboriginal Peoples report;
- work with the library financial reporting committee to develop a financial reporting policy manual with a standardized reporting package;
- review the multilingual program to provide information for the future role of the service;
- conduct a review of interlibrary loan policies to co-ordinate the new opportunities to improve interlibrary loan service to the public made possible by new technology; and

- work with public libraries, the Information Technology Office and SaskTel to begin implementation of CommunityNet, a program to install high-speed lines to access the Internet in 162 public libraries province-wide.

As of April 1, 2002 this unit became the responsibility of the Department of Learning and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

The Multitype Library Board
The Multitype Library Board annual report is being co-ordinated by the Department of Learning.

Royal Saskatchewan Museum

The Royal Saskatchewan Museum (RSM) furthered an understanding of Saskatchewan's natural history and aboriginal cultures, past and present.

The RSM acquired, conserved and researched material evidence of human and natural history. It developed and maintained exhibits on the natural history and aboriginal cultures of the province. The museum worked co-operatively with First Nations to create exhibits and develop, manage and preserve collections of Saskatchewan's aboriginal cultures.

The RSM advanced our knowledge of Saskatchewan's ancient past through the collection, preservation and study of fossils. It also managed collections and conducted research on the flora, fauna and ecology of the province. Curriculum-based educational and extension programs are provided to Saskatchewan schools, as well as programs and services for museum visitors.

2001-2002 Plans

- open the Life Sciences Gallery, Global View and Human Factor exhibits, print a new museum brochure featuring these exhibits and develop education programs tailored to the new exhibits;
- improve visitor services through a change over from Canadian Corps of Commissionaires security service to RSM gallery interpreter staff;
- continue original research and student supervision in human and natural history;
- enhance the RSM's Internet presence including the addition of interactive Life Sciences Gallery exhibit components;
- plan a "Human Factor" session on the role of museums in public education on human environmental issues at the Canadian Museums Association 2002 annual conference in Calgary;
- continue developing a long-range plan for capital development including the redesign and renovation of the PaleoPit (Children's fossil-based interactive gallery), conceptual design and planning for redevelopment of parts of the Earth Sciences Gallery, and conceptual design and planning for a Children's Gallery;
- support community museums and regional and provincial parks; and
- continue co-operative collection management with the First Nations and development of a policy on the repatriation of sacred objects.

2001-2002 Accomplishments

- opened the Global View and Human Factor sections of the new Life Sciences Gallery, featuring Saskatchewan's ecological connection to distant tropical and arctic ecosystems and human environmental issues;
- released a new, award-winning, RSM brochure concurrently with the gallery opening;
- developed and offered to schools, two new educational programs featuring the Life

Sciences gallery. The availability of the new galleries and programs resulted in student participation in life sciences programs increasing by 1,350 over 2000-01;

- conducted research projects:
  - Archaeological research was conducted at the Old Village site at Stanley Mission, on a pipestone (steatite) quarry located between Redhill and Lower Waddy lakes in northern Saskatchewan, and at a 1,000 year old, multi-component campsite, fishing site and quarry site at Pickerel Bay on Lac La Ronge. Further work on historic sites resulted in the location and recording of trading posts and forts on the North and South Saskatchewan and Assiniboine rivers.
  - Paleontological research included excavation of additional components of a Tyrannosaurus rex near Eastend, biostratographic studies on microvertebrate localities in the Cypress Hills formation, and recovery of several fossils including a crocodile skull from the Big Muddy Badlands, two champsosaur skeletons from the Ravenscrag Formation, and partial brontothere and entelodont skulls from the Cypress Hills formation. The RSM also continued work to identify the fossil resources of the Grasslands National Park and conducted a survey of a 13.7 square mile area of the park in the fall of 2001.
  - The RSM participated in the North American Butterfly Count and the Saskatchewan Amphibian Monitoring Project. In addition, a project to evaluate the effectiveness of message delivery of the Life Sciences Gallery was initiated.
- continued developing the RSM's Internet presence, which includes conversion of Life Sciences Gallery interactive exhibit components to an Internet compatible format;
- prepared a 10 minute video on the exhibits and their development for a panel presentation on the RSM's Human Factor exhibits at the Canadian Museums Association 2002 annual conference;
- designed and initiated construction of an exhibit featuring Saskatchewan Landing Provincial Park's fossil resources for the park interpretive centre;
- initiated work on a RSM Policy on repatriation of sacred and ceremonial objects with further work and consultation with the First Nations scheduled for 2002. The RSM continued to provide care and secure storage for artifacts owned by the Treaty Four Association and assisted in the purchase of a King George III - Lion and Wolf Medal by the Standing Buffalo First Nation;
- received Tourism Saskatchewan's 2002 "Spirit of Saskatchewan" award; and
- museum visitation by schools increased to 18,118 in 2001-02 from17,518 in 2000-2001.

Future Directions

In 2002-2003 the RSM will:

- revitalize the RSM volunteer program through the review and revision of volunteer recruiting, training and recognition policies and procedures;
- renovate and reopen the children's interactive fossil gallery, the PaleoPit;
- create four new temporary exhibits for display in the museum rotunda;
- continue long-range capital planning with focus on development of a Children's Gallery, determining the future use of the museum auditorium area, and replacement of the RSM Annex;
- complete all remaining exhibit components of the Interactive Learning Centres and interactive components of the Human Factor section of the Life Sciences Gallery;
- enhance the RSM's web presence by going on-line with interactive life sciences exhibits in October 2002;
- develop and introduce educational programming for the Human Factor section of the Life Sciences Gallery;

- continue co-operative collections management processes and consult with the First Nations on the development of a museum repatriation policy; and
- celebrate the Queen's Golden Jubilee through the presentation of a Candlelight Salute.

As of April 1, 2002, the RSM and its activities became the responsibility of Culture, Youth and Recreation (CYR) and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Protection and Emergency Services

The Protection and Emergency Services branch helped protect the public against unseen perils through inspection and licensing programs, as well as training, advisory and support services for local authorities.

The branch administered a wide range of public safety programs involving regulation, enforcement and technical advisory services. It supported public safety through Sask911, the Office of the Fire Commissioner, Building Standards and Saskatchewan Emergency Planning.

Sask911

The Emergency 911 System Act, 1996 provided the legislative authority for the development and implementation of the province-wide Enhanced 9-1-1 service. Once completed, the Sask911 system will ensure that, by dialing 9-1-1 from any land line telephone in the province, people will be able to access a trained emergency call-taking operator at a Public Safety Answering Point (PSAP). These operators have electronic access to automatic number and location identification.

Planning and implementation of the Sask911 system continued in 2001-2002 in co-ordination with the PSAPs, municipalities, health districts, local emergency service providers, and SaskTel.

Expansion continued in north central Saskatchewan with the addition of 168 municipalities and 165,000 telephone lines. Enhanced 9-1-1 service is now available on approximately 80 per cent of all land line telephones in Saskatchewan.

In 2001-2002, the department's expenditures for Sask911 totaled $262,410, including $12,410 for disseminating information and advisory committee costs and $250,000 for addressing and mapping services provided by the Information Services Corporation of Saskatchewan.

2001-2002 Plans

- co-ordinate the expansion of Sask911 to areas of the province that do not have access to Enhanced 9-1-1 service; and
- create and deliver more public education about the Sask911 system in consultation with stakeholders.

2001-2002 Accomplishments

- co-ordinated the expansion of Sask911 service to 168 municipalities in the north central part of the province;
- worked with stakeholders to develop and deliver public education material to customers in the expanded region; and
- renewed the Sask911 service agreements with the cities of Regina and Saskatoon.

Future Directions

- assist in co-ordinating the Sask911 service expansion to the remainder of the land line telephones. These include the regions served by the Saskatoon and Regina PSAPs, the far north and the City of Lloydminster;

- develop and provide public education about the Sask911 service; and
- support access to and implementation of electronic mapping for the Sask911 system.

As of April 1, 2002 this unit became the responsibility of the Corrections and Public Safety Department and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

The Office of the Fire Commissioner
This unit provided communities, fire departments and emergency service organizations with information, education and leadership to enhance their capabilities to protect people, property and the environment from the effects of fire.

The unit:
- advised municipalities on all aspects of fire protection;
- conducted fire prevention activities such as building inspections, building plan reviews and public education in conjunction with municipalities;
- participated in training and education of fire service personnel; and
- investigated fires and provided program support including the gathering and analysis of fire statistics.

2001-2002 Plans

- contribute to a reduction in fire-related losses;
- advance training and education for fire services personnel by making it more accessible and by providing testing and certification; and
- expand co-operation in the delivery of fire prevention, public education and fire investigation programs and strengthen partnerships with all organizations that have an interest in promoting fire safety.

2001-2002 Accomplishments

- recorded six fire-related fatalities in the province, which is less than the ten-year average of 19 fatalities per year;
- completed more than 73 fire investigations in conjunction with police and insurance agencies, for major loss fires including deaths and suspicious fires;
- issued 382 International Fire Services Accreditation Congress certificates;
- supported the implementation of Risk Watch™ bringing police, fire, health and educational representatives together to help reduce preventable accidents involving children;
- hosted the fourth Public Fire and Life Safety Educator's Conference;
- worked with the Regina Fire Department and Regina Home Builders Association on the annual smoke alarm awareness campaign for the inner city;
- participated with Saskatchewan Post-Secondary Education and Skills Training in a review of Human Resource Development requirements for the Fire/Rescue Sector;
- hosted a poster colouring contest during Fire Prevention Week with entries from 7,132 students from more than 223 schools;
- published and distributed the *Fire Commissioner's Newsletter*; and
- participated in consultations with Saskatchewan stakeholders on objectives for national objective-based fire codes.

For more detailed information and fire statistics, see the Office of the Fire Commissioner's 2001 Annual Report.

Future Directions

- work with organizations throughout the province to make training more accessible while expanding co-operation in fire protection, public education and fire investigation;
- assist in developing self-sufficiency at the local level and provide support for

local authorities through advisory services and training in the areas of plan reviews, inspections and investigations;
- maintain relationships with the Manitoba Emergency Services College and Alberta Fire Training School for members of fire departments in Saskatchewan; and
- participate in the development of an improved national code development system, and prepare for implementation of objective-based codes for the National Fire Code of Canada.

As of April 1, 2002 this unit became the responsibility of the Corrections and Public Safety Department and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Building Standards

The unit supervised provincial standards for building construction related to fire and health safety, structural adequacy and barrier-free accessibility.

The unit:
- monitored and updated legislation and regulations concerning building and accessibility to reflect the National Building Code, national standards and local needs, and to accommodate innovation in products, material and methods;
- assisted owners, designers, builders and others in complying with these requirements by interpreting standards and the legislation and by gathering and distributing information;
- advised municipalities on the administration and enforcement of provincial standards and helped them develop building bylaws and control building construction within their jurisdictions;
- reviewed the applications and qualifications of building officials, issuing three primary classes of building officials' licences; and
- provided administrative and technical support for the Saskatchewan Building and Accessibility Standards Appeal Board.

2001-2002 Plans

- provide building code users with useful and timely interpretations of building and accessibility standards and the legislation, as well as guidance on the administration and application of these requirements; and
- distribute relevant information to building code users.

2001-2002 Accomplishments

- answered 830 technical inquiries regarding application of the provincial building and accessibility standards and the National Building Code and 534 general inquiries regarding legislation affecting building construction;
- reviewed 68 municipal building bylaws and answered 150 inquiries about building bylaws and administrative procedures;
- responded to 116 inquiries related to building officials' licences and issued 51 licences for a total of 113 active licences at year-end;
- published and distributed the *Building Officials' Newslette.* to municipalities, building officials, designers and others in the construction industry;
- continued the process for implementing an improved national/ provincial/territorial code development process; and
- continued development of national objective-based codes.

Future Directions

- continue implementing an improved national/provincial/territorial code

development process and development of national objective-based codes;
- initiate discussions with Saskatchewan code users on readiness for adoption of an objective-based building code; and
- provide building code users with useful and timely interpretations of building and accessibility standards and legislation, as well as guidance on the administration and application of these requirements.

As of April 1, 2002 this unit became the responsibility of the Corrections and Public Safety Department and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Saskatchewan Emergency Planning
This unit:
- maintained the Provincial Emergency Plan and contingencies;
- served as a central co-ordinating agency for provincial government resources during a state of emergency;
- assisted government departments, Crown corporations and agencies with emergency planning;
- provided on-site consultation to municipal officials during local government states of emergency; and
- encouraged the formation of local government emergency measures organizations and aids in the development of local emergency plans by:
  - delivering education and training programs; and
  - co-ordinating the delivery of the Joint Emergency Preparedness Program with the federal government.

2001-2002 Plans
- improve awareness of the importance of emergency planning and preparedness;
- co-operatively develop and deliver emergency preparedness services and training for provincial and municipal officials; and
- assist local authorities in developing proficiency in emergency planning and preparedness.

2001-2002 Accomplishments
- developed contingencies for use by the Provincial Planning Committee;
- began a comprehensive review of emergency planning and preparedness;
- assisted municipal government's conversion to Priority Access for Dialing telecommunication system;
- designed and constructed a new Provincial Emergency Operations Centre;
- delivered training and education programs for provincial and local officials; and
- maintained protocols for the exchange of resources as a member of the joint Canada-United States Prairie Regional Emergency Management Advisory Committee.

Future Directions
- complete the review of emergency planning and preparedness and begin to implement changes;
- test the provincial emergency plan and related contingencies through trial exercises;
- update municipal emergency measures and mutual aid area database;
- deliver training and education programs to all levels of government; and
- support other organizations interested in emergency planning, preparedness and management.

As of April 1, 2002 this unit became the responsibility of the Corrections and Public Safety Department and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Policy and Program Development

Policy and Program Development Branch
The Branch supported the department by:

- providing leadership and advice in the development, monitoring and review of public policy, legislation, strategies and programs;
- co-ordinating policy and program reviews and developing policy proposals for government and making recommendations to senior management and government;
- recommending and preparing legislation and regulations that provide a legal framework for municipalities and providing comprehensive legislative support services within the department;
- providing research and analysis of housing tenant characteristics to address health, social and safety needs of tenants; and
- evaluation of housing programs and services and the monitoring and analysis of economic and demographic housing trends.

2001-2002 Plans

Municipal

- complete a review of financial transfer programs to municipalities including recommendations for a future funding strategy;
- continue the process of municipal legislative renewal;
- complete draft amendments to *The Assessment Management Agency Act*;
- co-ordinate the department's participation in government's regulatory review process;
- review the Lloydminster Charter with Alberta and the City of Lloydminster;
- review utility crown corporation payments (SaskPower, SaskEnergy) to municipalities;
- prepare recommendations on the future Transit for the Disabled funding program;
- consult and develop policy on local government election financing and prepare legislative amendments;
- prepare preliminary assessment regulations for the next reassessment;
- co-ordinate legislative processes for all Acts under department jurisdiction;
- develop a discussion paper on property tax deferment as requested by the City Mayors; and
- conduct stakeholder consultation and implement policy and/or legislative recommendations regarding the formation of resort villages.

Housing Policy

- conduct research and policy development to assist in the sustainability of the existing housing portfolio and increase affordable housing;
- work with all levels of government, the non-profit and private sector to develop responses to meet the housing needs of low and modest income households;
- complete program evaluations for federal/provincial housing programs; and
- conduct research to further identify housing need in Saskatchewan.

2001-2002 Accomplishments

Municipal Policy and Legislative Activities

- co-ordinated the department-wide regulatory reform review and reporting activities, including the introduction of new or amended regulations for the following:
  - re-inspection and preliminary assessment data;
  - grain terminal tax exemption;
  - assessment appraiser qualifications;
  - property sales verifications for assessments;
  - SAMA public accounts;
  - regulatory amendments on electronic voting in local elections and concurrent elections; and
  - maximum tax discount rates – rural;

- prepared legislative amendments to municipal Acts based on recommendations from the Municipal-Provincial Roundtable to remove impediments to voluntary municipal restructuring and to reduce provincial government involvement in local governance;
- drafted legislative amendments for spring 2002 to:
  - *The Urban Municipality Act, 1984*;
  - *The Rural Municipality Act, 1989*;
  - *The Northern Municipalities Act*;
  - *Local Government Election Act*;
  - *Tax Enforcement Act*; and
  - *Urban Municipal Administrators Association Act*;
- worked with Saskatchewan cities' administrations to review their proposals for new legislation (Cities Act proposal), including identification of issues to be addressed and consultations with stakeholders and other provincial departments;
- prepared amendments to authorize introduction of the "income approach" and other improvements to assessment methods and conducted extensive consultations with SAMA, SAMA's advisory committees, city assessors and solicitors, and the commercial sector to refine and ensure support and understanding for the amendments;
- prepared recommendations on the Transit for the Disabled funding program;
- conducted consultations and developed policy on local government election financing and prepared legislative amendments;
- co-ordinated legislative processes for all Acts under department jurisdiction;
- managed an expanded "stakeholder consultation" strategy to be used for all legislative initiatives;
- examined the feasibility of enhancements to the existing GIS based property assessment and taxation computer model through a project to test the integration of pipeline assessment and geographic data;
- conducted stakeholder consultations on appropriate policy regarding the formation of resort villages;
- completed an analysis related to provincial tax policy decisions associated with the 2001 reassessment and initiated a review of the use of local tax tools in 2001;
- reviewed SAMA's provincial funding, structure, responsibilities and governance, including collaborating with SAMA staff to review the expenditure of the province's annual payment to SAMA;
- completed a review of financial transfers to municipalities;
- reviewed payments to municipalities from utility crown corporations (SaskPower, SaskEnergy and TransGas);
- taxation of forest fringe grazing permits;
- reviewed alternative municipal revenue sources;
- developed a discussion paper on property tax deferment;
- participated in the development of the provincial long term drinking water strategy and response to the North Battleford drinking water inquiry;
- developed a proposal for a "major cities initiative" and undertook discussions with Regina, Saskatoon, Western Economic Diversification and various provincial departments; and
- completed a review of the Urban Parks Program, as well as a report on Urban Park Authorities.

Protection Services

- developed options for negotiations with the federal government relating to Disaster Financial Assistance Arrangements (DFAA) and national disaster mitigation strategy;
- developed regulation changes relating to the Provincial Disaster Assistance Program (PDAP); and
- prepared long term governance options for the Sask911 system.

Heritage

- participated in a review of the Saskatchewan Science Centre directed

at achieving financial stability, as a result increased funding was provided to the Centre.

Housing Policy

- participated in policy and program reviews related to housing:
  - prepared draft terms of reference for a review of SHC Land Disposal Policy;
  - developed a strategy to relocate housing units from communities of high vacancies to northern communities in need of affordable housing;
  - developed a framework for the delivery of the federal/provincial housing initiative;
  - developed a policy framework for the graduated rental scale;
  - negotiated a new federal/provincial affordable housing initiative with the federal government;
  - participated with the federal government, municipalities and community groups to identify homelessness priorities and initiatives in Regina, Saskatoon and Prince Albert; and
  - developed a program proposal for housing in La Loche.

Housing Program Review and Evaluation

- finalized a program implementation review of the Neighbourhood Home Ownership Program;
- completed a program evaluation of the Rent Supplement Program; and
- completed a program review on Saskatchewan Housing Corporation's affordable housing.

Housing Research

- completed research into the size and type of housing need in the province;
- completed research into the size and type of housing need among aboriginal households in the province; and
- completed a rental market survey of smaller communities across the province.

Future Directions

In 2002-2003 the Policy and Program Development unit within GRAA will:

Legislation

- complete analysis, consultations and other work related to the Cities Act;
- complete 2002 session legislative amendments to *The Urban Municipality Act, 1984* (UMA), *The Rural Municipality Act, 1989* (RMA), *The Northern Municipalities Act* (NMA), *The Local Government Election Act* (LGEA), *The Urban Municipal Administrators Act* (UMAA), *The Tax Enforcement Act* (TEA) and *The Assessment Management Agency Act* (AMAA);
- work on regulations related to assessment appraiser qualifications (and proclamation of *The Assessment Appraiser Act*), sales verifications for assessment, electronic voting and prepare regulations relating to 2002 legislative amendments, such as water pricing, disclosure of information, investment and transparency; and
- work with Alberta and the City of Lloydminster on a new Lloydminster Charter.

Housing Policy Issues

- conduct research and policy development to assist in the sustainability of the existing housing portfolio and increase affordable housing;
- work with all levels of government, the non-profit and private sector to develop responses to meet the housing needs of low and modest income households;
- complete program evaluations for federal/provincial housing programs; and
- conduct research to further identify housing need in Saskatchewan.

Municipal Policy Issues

- respond to policy issues or concerns raised by the municipal sector;
- research, policy development and consultations relating to a rural road haul financing review;

- undertake policy work and consultations on legislation related to abandoned railway lines;
- examine options to improve local government accountability, including potential appeal mechanisms;
- research provincial-municipal consultation and protocol initiatives and other arrangements across Canada;
- continue consultations and policy work relating to urban initiatives;
- review use of local tax tools in 2001;
- consult on water utility financial reporting regulations as part of the government's drinking water strategy; and
- undertake policy work and consultations related to rural property tax exemptions for intensive livestock operations.

As of April 1, 2002 part of this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

The housing policy area has become the responsibility of Social Services and will be reported on in that department's 2002-03 annual report.

Housing and Inspection Services

As part of the reorganization of provincial government departments, effective April 1, 2002, responsibility for Housing and Inspection Services were transferred to the Department of Social Services and to the Department of Corrections and Public Safety.

Housing

The Housing Division identified housing needs in Saskatchewan and provided adequate, affordable housing and housing-related programs and services to seniors, families, persons with disabilities, and others who cannot otherwise afford safe, secure shelter.

Through the Saskatchewan Housing Corporation (SHC), the Division managed the financial contributions of the provincial, federal and municipal levels of government to social and affordable housing and developed housing policies on behalf of the Government of Saskatchewan. SHC is responsible for nearly 31,000 housing units in 348 communities. Of these, 1,025 are directly managed by SHC, 18,415 are managed by housing authorities, and 11,478 are delivered through management and operating agreements with non-profit groups and co-operatives.

SHC collaborates with a range of stakeholders and through management agreements with more than 450 organizations. SHC complements the work of the private-sector housing industry by making housing more accessible to low-income Saskatchewan people. The corporation's responsibilities include managing operating agreements; providing technical services; research and policy development, including analysis of economic and demographic trends; and business plan and financial policy development.

Households assisted through SHC management agreements:	
Senior and single	13,349
Family and "homeowner"	11,393
Special needs	6,176
Total	**30,918**

SHC's fiscal year is January 1 to December 31. The Corporation's expenditures of $159 million (2001) are funded by tenant rents, contributions received from the provincial government's General Revenue Fund, Canada Mortgage and Housing Corporation (CMHC), municipalities and other sources.

The Minister responsible for SHC establishes local housing authorities and appoints the volunteer board members with SHC's guidance. Dedicated volunteers are integral to the ongoing success of Saskatchewan's social housing system. Housing authorities and other housing partners provide a network responsible for the day-to-day management of housing units and the co-ordination of services to tenants. Housing authorities are supported by SHC, which provides technical assistance, manager and board member training, housing services co-ordination and financial and information services for housing authorities throughout Saskatchewan.

Housing Division activities were carried out through three branches: Program Operations and Services, Financial Operations and Inspection Services.

Program Operations and Services

The branch administered the social and affordable housing programs for low-to-moderate income households through:

- consistent application of policies throughout the more than 450 management groups that undertake the day-to-day operation of social and affordable housing on behalf of SHC;

- facilitation of housing services to support the safety, independence and well-being of tenants;
- technical assistance, inspection services, training and property management advice to those who manage the housing portfolio; and
- delivery of new programs and administration of SHC's land holdings.

Financial Operations

The branch delivered residential repair programs for low-income households and tenants. It also co-ordinated financial services and business information systems for SHC, housing authorities and non-profit housing organizations by:

- establishing financial policies and operating information systems to meet management and legislative reporting requirements;
- co-ordinating budgets and forecasts;
- providing treasury and debt management services;
- administrating mortgages and loans; and
- developing business systems and information technology to meet operating requirements of the province-wide housing network.

2001-2002 Plans

- ensuring adequate, suitable, affordable housing for all Saskatchewan residents;
- enhancing the effective use of provincial housing resources; and
- expanding housing-related services for persons with disabilities and Saskatchewan's aging seniors population.

2001-2002 Accomplishments

Neighborhood Home Ownership Program (NHOP)

- Provided 43 families with home ownership through the NHOP. NHOP helps provide suitable, affordable housing for low-to-moderate income families. Qualifying families form co-operatives and purchase homes in mature urban neighbourhoods, with SHC and the municipality providing funding through a forgivable equity loan. To date, nearly 170 homes have been purchased under NHOP.
- Introduced a new NHOP provision allowing for a capital grant on top of the prescribed equity and repair assistance to qualifying families. The provision of this additional grant makes major repairs of existing homes, as well as the construction of modest new homes, more feasible under the program.

Residential Rehabilitation Assistance Program (RRAP)

- Repaired more than 500 Saskatchewan homes under RRAP, which is a group of eight programs aimed at helping low-income seniors, families, Aboriginal people, and persons with disabilities. In 2001-02, repairs were made to 40 homes located in the North and 112 were modified to meet the needs of persons with disabilities.
- Rooming House RRAP funded the upgrade of building systems and facilities at a 50-bed residence in Regina, as well as repairs to nine suites in two other buildings.
- The Shelter Enhancement Program resulted in a total of 86 new bed units for women, children and youth that are the victims of family violence.

Grants and Funding

- Provided $600,000 capital grant funding from SHC to the non-profit Saskatoon Housing Coalition to open Ruth Robinson Place, a 12-unit housing development in Saskatoon for people coping with mental health issues. An additional $36,000 in RRAP funding was used to renovate two of the units to accommodate people with physical disabilities.
- Provided $341,000 through the Centenary Fund to help upgrade and renovate the YWCA Crisis Shelter in Saskatoon. The 40-room residence serves as an emergency refuge for

Saskatoon-area women and children who are the victims of domestic violence;
- Provided $150,000 for building capital from the Centenary Fund for Prince Albert's Abbeyfield House initiative. The project provides accommodation within a supportive, homelike environment where residents live together in a familial atmosphere.
- Provided $2.25 million from the Centenary Fund toward Fairview Arms, a 50-unit, life lease project for seniors in Yorkton. Under the life lease concept, seniors invest equity from their former homes in return for a life lease on their unit. By providing a life lease deposit, the residents share, in a meaningful way, in the cost of their housing.
- Provided $2.25 million from the Centenary Fund toward construction of Regina's 50-unit life lease project for seniors, Benson Manor.
- Opened Saskatoon's 50-unit life lease project for seniors, Arbor Green;
- Announced a new $3.9 million housing initiative for La Loche, consisting of 28 housing units for low-income families and 12 units to accommodate health care professionals to be hired by the Keewatin Yatthé Health District. Provincial funding of $3.63 million is being provided by SHC and Saskatchewan Health.
- Provided $1.6 million to the Eastside Village, a new 25-unit housing facility for seniors in Humboldt.
- Provided $1.9 million toward Evergreen Villa, a new single-story, 26-unit seniors' building in Shaunavon.

Rental Market Assistance Program
- Committed to assist in the construction of six units in Beauval, four in Stony Rapids and two in Buffalo Narrows, through the Rental Market Assistance Program. The program helps develop rental markets in northern communities by providing forgivable loans to local developers, as well as to non-profit and municipal groups.

Remote Housing Program
- Committed to construct four units in Buffalo Narrows, two in Cumberland House, two in Beauval and one each in Pinehouse and La Loche through the Remote Housing Program. The program provides loan assistance to low- and moderate-income families in the North who wish to build their own homes.

Information System Updates
- Project Millennium, the initiative to integrate and modernize SHC's business information systems, continued in 2001-02. The project will provide housing authorities and SHC with enhanced management reporting and improved operational and budgeting capabilities through an Internet-accessible system. Four business teams, comprised of housing authority and SHC staff, were created to help configure the software to best meet the housing network's needs in the areas of client and applicant tracking, property management, financial management and payroll. The business teams built a model to demonstrate the business applications to users and to solicit input on possible changes and configurations.

Training Program
- The Social Housing Management Training Program, a property management course for northerners spearheaded by SHC, achieved several milestones in 2001-02. In June 2001, the program won a Training for Excellence Award in the educational partnership category from the Saskatchewan Labour Force Development Board. In December 2001, following two years of applied study, the first seven graduates of the program received their certification from SIAST at a graduation ceremony in La Ronge. At the time of their graduation, the seven had already secured employment with housing authorities in northern Saskatchewan.

Saskatchewan Assisted Living Services (SALS) program

- Co-ordinated the delivery of five optional services: a personal response system for urgent needs, laundry, housekeeping, co-ordination of social and recreational activities, and up to one nutritional meal per day. Housing authorities co-ordinate SALS services which are now available to more than 6,800 tenants in more than 70 communities.
- Launched SALS in 48 buildings across Saskatchewan, including Davidson Manor, Ruth Whyte Manor, Valleyview Towers I, Valleyview Towers II, and River Heights Cottages in North Battleford; Tignduin Home in Lashburn; Eastside Court and Westside Court in Assiniboia; Legion and Queen Street Manors in Melville.
- Completed renovations to accommodate the provision of SALS in Carrot River at North Star Lodge—including the construction of a larger kitchen with storage to facilitate the preparation of meals, an addition to the lounge to provide a dining area for tenants, as well as the construction of two wheelchair-accessible washrooms.

For more detailed information, including audited financial statements, please refer to Saskatchewan Housing Corporation's 2001 Annual Report. (Available by calling 1-800-667-7567).

Future Directions

In 2002-03 Sask Housing within the Department of Social Services will:

- Continue to: (i) ensure adequate, suitable, affordable housing for all Saskatchewan residents; (ii) enhance the effective use of provincial housing resources; and (iii) expand housing-related services for social housing tenants.
- Pursue opportunities to partner with the federal government to address the growing need for adequate, suitable and affordable housing. The framework for an important joint initiative on affordable housing was announced in November 2001 in Quebec City at the Meeting of Federal-Provincial-Territorial Ministers responsible for Housing. Saskatchewan will receive almost $23 million in federal funding over the course of the four-year initiative. The province and participating municipalities will fully match the federal contribution.
- Continue working on the development of a provincial housing strategy. A provincial housing strategy would serve to address this pressing need through enhanced cooperation and working relationships among SHC and key housing stakeholders.
- Invest $5 million in its seniors housing over the next five years to reduce energy consumption. The expenditure will be recouped in seven years through reduced energy costs, after which on-going savings are projected to be $1 million per year. The reduction in energy use will be achieved through upgrades to ventilation, space heating, hot water systems, doors and windows, lighting and electrical systems, and electrical appliances. The upgrades will reduce energy consumption in SHC's seniors buildings by 10 per cent within five years, and will also make the units more comfortable.
- Implement the third year of programming under the current three-year, $9 million funding pool to address housing needs in the North.
- Complete the implementation of Project Millennium, a single, integrated business information system for SHC and the province's housing authorities.

As of April 1, 2002 this unit became the responsibility of the Department of Social Services and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Licensing and Inspections

The unit preserved public safety through regulatory and enforcement programs that were operated on a fee-for-service, full cost-recovery basis. Programs focussed on the commercial, institutional and industrial sectors of the province, however, the safety benefits derived affect Saskatchewan residents at large.

The unit:

- administered boiler and pressure vessel programs that focussed on six critical areas:
  - review and registration of equipment design;
  - inspection during manufacture;
  - inspection during initial installation;
  - periodic in-service inspections;
  - licensing and certification of manufacturers, installers and welders; and
  - examination, certification and licensing of boiler operators and engineers;
- administered elevator and amusement ride safety programs that focussed on:
  - verification and registration of equipment designs;
  - initial inspection during installation to ensure that safety requirements in the design are functional;
  - licensing and periodic inspection when the equipment is in operational service; and
- administered licensing programs for contractors and individuals that perform gas and electrical installations.

2001-2002 Plans

- protect public safety through regulatory programs aimed at minimizing risk associated with the use of pressure equipment, elevating and amusement ride devices and gas and electrical installations; and
- continue to review legislation and regulations to modernize and revitalize programs to meet the needs of government, industry and the public.

2001-2002 Accomplishments

- continued development of new regulations under *The Boiler and Pressure Vessel Act, 1999;*
- participated in the government-labour-industry committee reviewing the use of restricted electrical licences under *The Electrical Licensing Act;*
- conducted 12,470 inspections of the approximately 9,800 boilers and 27,000 pressure vessels in active operation including 9,600 periodic in-service inspections and 2,870 initial inspections of newly installed pressure equipment units;
- made 238 visits to inspect pressure equipment during manufacture for use in Saskatchewan or export elsewhere in Canada and abroad;
- made 75 inspection visits to operating plants to inspect repairs and alterations to pressure equipment and piping systems;
- issued 6,399 orders and recommendations to correct potentially hazardous or non-compliant conditions;
- reviewed 2,460 pressure equipment design packages submitted for registration including 212 individual welding procedures and 197 Quality Control Program manuals;
- registered 2,287 (of the 2,460) pressure equipment design packages with the remaining reviews carried over to 2002-2003;
- administered 949 individual welders' performance qualification tests and registered an additional 288 out-of-province welders' certificates to authorize use in the province;
- conducted quarterly examinations for power engineer and fireman certification in Regina and Saskatoon and held 27 special sittings in response to industry and community college requests;
- administered 2,140 individual examination

papers involving all classes of power engineer and fireman certificates and issued 734 certificates to qualifying candidates;
- issued 1,729 five year registrations to certificate holders to maintain previously issued certificates;
- investigated six incidents which resulted in property damage, involving two cargo transport tanker roll-overs, one boiler overheating, one furnace side boiler explosion, one boiler freeze up, and a fuel gas line rupture. There were no serious injuries or fatalities associated with these incidents;
- reviewed and registered 86 design packages related to proposed new elevating device installations in the province;
- licensed 2,735 elevating devices;

Licenses Issued under *The Passenger and Freight Elevator Act*

Type of Licence	2001-02	2000-01
Passenger Elevator	1,595	1,573
Freight Elevator	260	256
Dumbwaiter	130	128
Lifts for Handicapped	567	534
Manlifts	136	132
Escalators	22	21
Chair Lifts	4	4
T-bars	9	11
Rope-tow	12	16
Total	**2,735**	**2,675**

- completed 2,490 inspections on elevating devices and issued 1,260 correction orders. A total of 670 orders were cleared by year-end with the balance carried over to the first quarter of 2002-2003;
- inspected and licensed 194 amusement rides;
- investigated five reported incidents involving three elevators and two manlifts, but no major accidents involving serious injuries or fatalities occurred during 2001-02;
- issued 1,799 electrical licences and 888 gas licences to individuals and contractors engaged in installations;
- 5,480 and 3,170 licences respectively were in effect under *The Electrical Licensing Act* and *The Gas Licensing Act;* and
- initiated eight recourse to bond actions under the guarantee bond provisions of contractor's licences to remedy defective workmanship where the responsible contractor failed to respond to correction notices.

Future Directions

- continue to review legislation and regulations to modernize and revitalize programs to meet the needs of government, industry stakeholders and the public; and
- protect public safety through regulatory and enforcement programs.

As of April 1, 2002 this unit became the responsibility of the Corrections and Public Safety Department and will establish future direction and goals within that department's mandate and vision for the 2002-03 fiscal year.

Business Operations and Information Technology

The Business Operations and Information Technology Branch provides administrative, financial and information systems to all areas of the department. As well, Municipal Affairs and Housing had a service agreement with Culture, Youth and Recreation to provide central services.

Finance and Administration promotes accountability, strategic thinking and wise management of department resources. Central support services provided are:

- accounting;
- asset management;
- budgeting;
- financial management;
- information technology;
- mail services;
- office accommodation;
- procurement;
- records management; and
- strategic planning.

2001-2002 Plans

- strengthen the department's administrative accountability system;
- advance the department's strategic management practices; and
- enhance information technology services.

2001-2002 Accomplishments

- processed financial transactions and exceeded government benchmarks for timelines and accuracy;
- directed the department in the government's performance management and accountability framework;
- supported the department's budget development process and its ongoing fiscal management strategy;
- developed an Information Technology Plan that integrated all existing office and business systems in the department;
- supported the management of a technology infrastructure in keeping with the e-government strategy; and
- provided administrative and financial services for the department of Culture, Youth and Recreation.

Future Directions

- continue to move toward full implementation of the government's planning, performance management and reporting framework;
- support the Department of Finance's Multi-Informational Database Applications Initiative; and
- position the department to implement CommunityNet.

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

Corporate Services

Corporate Services provides communications and human resource services to the department.

Communications

Communications provided advice and support for all of the initiatives identified in MAH's strategic plan and issues arising as a result of department activities and initiatives. The branch accomplished this through research, analysis, strategic communications planning and management related to the delivery of information about policies, programs and services to the public.

The branch served the department and the public through various ongoing activities, including:

- planning and organizing special events, preparing speaking notes and managing media relations;
- developing strategic communications plans for new initiatives and programs;
- managing all print procurement for the department;
- providing support to media relations;
- co-ordinating staffing and material for trade show displays;
- publishing the employee newsletter *Team Spirit*; and
- managing the production of annual reports for the department, Saskatchewan Housing Corporation and the Office of the Fire Commissioner.

2001-2002 Plans

- improve external communications and provide information directly to stakeholders;
- increase awareness of the department's role in strengthening Saskatchewan communities;
- identify, analyze and manage emerging issues; and
- improve internal communications that will assist in maximizing the department's effectiveness.

2001-2002 Accomplishments

- maintained the department Website, ensuring information was current and relevant to our client's needs;
- wrote, produced and distributed the newsletter *Municipalities Today* to stakeholders;
- co-ordinated the openings of 13 housing projects, four sod turnings and recognized 87 long-service Housing Authority board volunteers;
- co-ordinated the communications activities for the grand opening of a new gallery at the Royal Saskatchewan Museum, including the production of a brochure to highlight the gallery;
- served as a contact for inquiries about the Centennial Student Summer Program;
- produced the quarterly staff newsletter and annual reports for the department, Saskatchewan Housing Corporation and the Office of the Fire Commissioner;
- wrote 56 (49 greetings and 7 keynote) speeches for the Minister and department officials and supported responses to 194 media inquiries;
- co-ordinated the preparation and release of 57 news releases;
- co-ordinated the communications activities of projects supported by the Canada-Saskatchewan Infrastructure Program (CSIP) and the Centenary Fund (CF) which included the organization of 16 CSIP events and 20 CF events and;
- identified, analyzed and developed communications strategies and support material for department issues and initiatives such as the Heritage Property Act discussion paper, the release of the report of the Advisory Committee on Library Services for Aboriginal Peoples, municipal legislative changes and Sask911 expansions.

Future Directions

- provide communications support to major initiatives such as the Centenary

Fund and Canada-Saskatchewan Infrastructure Program;
- support communication, public education and effective stakeholder relations for all program areas of the department;
- integrate communication functions in the new department of GRAA and support internal communication processes to establish new operating and organizational development; and
- support the process of orienting other department's communication branches on issues formerly part of MAH.

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

Human Resources

Human Resources contributed to organizational effectiveness by providing leadership, direction and management for the strategic development of human and organizational resources for the department of Municipal Affairs and Housing as well as the department of Culture Youth and Recreation.

Human Resources served the department by:
- providing industrial relations advice and consultation;
- providing advice about staffing and classification;
- managing employment equity;
- administering benefits (public employees dental plan, extended health plans, group life insurance, long term disability, deferred salary leave and superannuation plans);
- keeping central records (personnel and position files, attendance, long service, department re-employment lists and payroll information); and
- facilitating or supporting a culture to advance learning and development efforts in internal communications.

2001-2002 Plans

- promote a barrier-free workplace, which values diversity;
- support a workplace environment that is free from discrimination, prejudice and harassment;
- support awareness of human resource related policies and processes;
- identify, analyze and manage emerging human resource issues; and
- support internal communication and training to maximize the department's effectiveness.

2001-2002 Accomplishments

- developed and implemented the department's Prevention of Violence in the Workplace policy;
- created a staffing reference document through the Employment Equity Committee, called "Staffing the EE Way";
- celebrated Employment Equity Week by organizing employment equity events;
- provided human resource and organizational development support to the reorganization of the Community Support Services Branch into the Community and Heritage Services Branch;
- completed the implementation of the results of scope review, by providing information and newsletters to management and affected employees, conducting workshops on procedural changes and supporting management and affected employees through the reclassification process of positions;
- provided input, consultation and direction in central public service initiatives affecting;
  - new collective agreement;
  - audit of term and part-time staffing files;
  - grievance process training; and
  - conversion of part-time employees to full-time status.

Future Direction

- support department transition processes and establish the following:
  - Employment Equity Committee;
  - Occupational Health and Safety Committees;
  - Orientation manual;
  - Prevention of Violence in the Workplace policy; and
- support the process of employee transfer to other departments and provide assistance to other department HR branches on issues formerly in MAH.

As of April 1, 2002 this unit became the responsibility of the new Department of Government Relations and Aboriginal Affairs and will incorporate its future direction and goals within the new department's mandate and vision for the 2002-03 fiscal year.

Financial Statement

Overview of Actual Revenue and Expenses to Estimate - Vote 024

	2001-02 Estimates $000s	2001-02 Actuals $000s	Variances: Over/(Under) $000s	Notes
Revenue				
Other Revenues				
Other Licenses and Permits	2,009	2,121	112	1
Sales, Services and Service Fees	5,831	5,935	104	
Other	21	14,693	14,672	2
Transfers from the Federal Government	12,368	11,864	(504)	3
Total Revenue	20,229	34,613	14,384	
Operating Expenses				
Administration	2,452	2,671	219	4
Accommodation and Central Services	3,164	3,255	91	5
Municipal Financial Assistance				
Urban Revenue Sharing	26,930	26,837	(93)	
Rural Revenue Sharing	23,734	23,647	(87)	
Northern Revenue Sharing	4,386	4,386	—	
Transit Assistance for the Disabled	2,150	2,150	—	
Canada-Saskatchewan Infrastructure Program	21,558	21,052	(506)	3
Grants-in-Lieu of Property Taxes	13,100	13,243	143	
SAMA (Authorized by Law)	4,000	4,000	—	
SAMA (Supplementary)	150	150	—	
Meewasin Valley Authority (Authorized by Law)	740	740	—	
Wakamow Valley Authority (Authorized by Law)	127	127	—	
Swift Current Chinook Parkway	78	78	—	
Wascana Centre Authority (Authorized by Law)	782	782	—	
Wascana Maintenance	1,840	1,840	—	
Subtotal	99,575	99,032	(543)	
Public Safety				
Protection and Emergency Services	3,971	3,981	10	
Provincial Disaster Assistance Program	1,500	1,500	—	
Emergency Services Telecommunications	325	324	(1)	
Joint Emergency Preparedness Program	400	324	(76)	3
Subtotal	6,196	6,129	(67)	
Housing				
Housing Operations	8,360	8,060	(300)	6
Transfer to Saskatchewan Housing Corporation	27,915	27,915	—	
Subtotal	36,275	35,975	(300)	

	2001-02 Estimates $000s	2001-02 Actuals $000s	Variances Over/(Under) $000s	Notes
Heritage and Tourism Facilities				
Royal Saskatchewan Museum	1,910	1,830	(80)	6
Saskatchewan Archives Board	3,616	3,267	(349)	6
Saskatchewan Heritage Foundation	345	345	---	
Western Development Museum	2,415	2,391	(24)	
Wanuskewin Heritage Park	500	500	---	
Saskatchewan Science Centre	150	400	250	7
Subtotal	8,936	8,733	(203)	
Municipal & Community Services	6,104	5,192	(912)	6
Provincial Library	8,076	9,563	1,487	8
Total Expenses - Vote 024	170,778	170,550	(228)	
FTE Staff Complement	395.4	365.7		

These financial statements have been prepared in accordance with the government's accrual accounting policies. Some values may vary from those presented in the body of the Annual Report due to adjustments for accounts payable, prepaid expenses, and other accrual accounting valuations.

Notes

Explanation of variances of actuals which exceed estimates by two per cent and $10,000.

1. Increase in client demand resulted in increased revenue.
2. An accounting adjustment to reflect current legislation.
3. The budget was under expended as some municipalities did not complete projects within the fiscal year resulting in a reduction of revenues and expenditures.
4. Additional operating requirements.
5. Increased funding requirements as a result of head office renegotiated lease.
6. Staff vacancies and operating savings.
7. Incremental funding provided to the Saskatchewan Science Centre.
8. Expenditures increased to maintain and enhance high speed Internet access for public use at over 300 libraries (fully funded by the federal government).